



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LOCAL GOVERNMENT ADVISOR II

Job Number: 20001606

Job Code: 82820V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional work in analyzing and reviewing programs of state, federal and area wide agencies. Provides planning, technical and management assistance to local governments and area wide agencies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have two years of administrative experience in business, industry, federal, state or local government.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Administrative experience in one of the above areas will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and analyzes project proposals and applications against requirements, criteria and program plans. Prepares assessments and recommendations on these projects. Prepares correspondence to local officials, state and federal government agencies, consultants and general public concerning projects and reviews current and proposed federal and state legislation applicable to local government and area wide agencies. Drafts agency sponsored legislation and reviews, analyzes and follows progress of legislation. Performs site visits to properties and meets with local officials, engineers, attorneys and bankers to determine the feasibility of a project and to determine the methodology for allocation of funds to local governments. Maintains records and reports to include, but is not limited to, grantee selection reports, site visit records, salary survey forms and other operational records and reports concerned with the projects. Monitors and evaluates related area wide agency programs. Provides research to develop more effective and efficient methods of addressing local, area wide and state wide needs. Suggests policy development and/or revision to director. Interprets and applies departmental rules, regulations and laws.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.